

WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

Joint Operating Committee

Minutes

Tracy Moore, Chair
Tim Leighton, Vice-chair
Robert Chisel, Secretary

Friday ~ April 15, 2016 ~ 10:00 a.m.
Washoe County Administration Complex
Building A – Second Floor Caucus Room
1001 East Ninth Street, Reno, Nevada

1. **CALL TO ORDER/ROLL CALL** [Non-action item]

Chair Moore called the meeting to order at 10:00 a.m. A quorum was established.

PRESENT: Charles Atkinson – Truckee Meadows Water Authority; Ed Atwell – University of Nevada, Reno; Craig Betts- Washoe County; David Curtis – Nevada Air National Guard; Jamie Edrosa – Reno Tahoe Airport Authority; Tom Garrison – City of Sparks; Joey Hasting – Washoe County; Denise Inda – Nevada Department of Transportation; Reid Kaiser – Nevada Department of Transportation; Tim Leighton – Sierra Fire Protection District; Charles Moore – Truckee Meadows Fire Protection District; Tracy Moore – Washoe County School District; David Paulon – Pyramid Lake Paiute Tribe; and Ryan Sommers – North Lake Tahoe Fire Protection District. Robert Chisel – City of Reno, joined the meeting at 10:07 a.m.

ABSENT: Brian Allen – City of Sparks; Lance Avansino – Reno Sparks Indian Colony; Bryan Boren – Veterans Administration; Andrew Clinger – City of Reno; Valerie Barr – Reno Sparks Indian Colony; Adam Garcia – University of Nevada Reno; James Hawthorne – University of Nevada, Reno; Dan Johnston – Truckee Meadows Community College; Jon Kelley – Washoe County School District; Patrick Kendrick – Drug Enforcement Administration; Chris Ketring – Truckee Meadows Fire protection District; Arlen Melendez – Reno Sparks Indian Colony; Don Pelt – Pyramid Lake Paiute Tribe; Jackie Quintone – Reno Sparks Indian Colony; Jason Reynolds – Truckee Meadows Community College; Michael Scott – Reno Tahoe Airport Authority; Mike Shaffer – Washoe County School District; and Jason Trevino – Washoe County School District.

David Watts-Vial – Deputy District Attorney, was also present.

2. **PUBLIC COMMENTS** [Non-action item]

Chair Moore noted that this is Public Safety Dispatcher Week and expressed his appreciation to all those that serve in the Dispatch Centers.

3. **APPROVAL OF THE FEBRUARY 5, 2016, MINUTES** [For possible action]

Hearing no public comment, Chair Moore asked for Board discussion or a motion.

It was moved by Ed Atwell, seconded by David Curtis, to approve the February 5, 2016, minutes, as submitted. MOTION CARRIED.

4. **NEVADA PUBLIC SAFETY COMMUNICATIONS COMMITTEE (NPSCC)** [For possible action] – *An informational update and possible direction to staff on recent activities of the NPSCC.*

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Robert Chisel – City of Reno, joined the meeting at 10:07 a.m.

Shawn Tayler – Regional Communications Coordinator, suggested that perhaps an agenda item be added to appoint an individual to fill the position vacated with Mike Brown's retirement.

David Watt-Vial – Deputy District Attorney, drew attention to the agenda language noting that it was marked for a presentation by Mike Brown on NPSCC activities. Therefore, there cannot be any discussion of a replacement under this item and should be added as a future agenda item under item 13.

Chair Moore stated he would contact Mr. Brown to ascertain if he wished to continue in his capacity as the 800 MHz JOC liaison to NPSCC.

There was no specific report provided.

5. ADDING BEON/P25 RADIOS [For possible action] – *An ongoing review, discussion and possible action to approve, deny or otherwise modify the 800 MHz Users Committee recommendation add new BEON/P25 units to the system.*

Shawn Tayler – Regional Communications Coordinator, recalled the previous 800 MHz Users Committee recommendation to set the fee for BEON/P25 user the same as existing system users. Mr. Tayler noted that the back-bone buy-in cost is waived for member growth of not more than 10-percent annually.

Chair Moore commented that the 800 MHz User's recommendation was based on the actual impact of BEON equipment which adds additional traffic on the existing system. Chair Moore explained that while the BEON applications typically uses Wi-Fi or other cellular technology the end result is the use of a different portion of the WCRCS (Washoe County Regional Communications System) system. Therefore, it was deemed appropriate that the P-25 fee should be the same as that of all other users.

Responding to an inquiry about whether a handheld device would take precedence over the BEON applications, Mr. Tayler explained that the system can be set to prioritize specific types of users and emphasized that the BEON application cannot override a simultaneous request for access over a handheld radio. Mr. Tayler emphasized that only a console on the communications system had that capability.

Ed Atwell suggested that perhaps a reduce monthly fee might be more appropriate for BEON users as it allows an entity to forego the purchase of the more expensive handheld radios and the added benefit of freeing up LID's (Logical Identification Number) for the system.

Responding to an inquiry about the system usage of a BEON application compared to a handheld radio, Mr. Tayler explained that the data usage would be the same if communications is with another unit on the EDACS system to with Dispatch. However, if the communications is between two BEON or P25 units the usage is not the same.

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Chair Moore commented that Washoe County School District has been testing the BEON application and that hypothetically he should be able to communicate with others in the Washoe County School District Police Department using his cellular device. The intent, in Chair Moore's opinion, is to use the BEON application for non-public safety personnel rather than first responders so reduce demand on certain portions of the communications system as BEON is an IP based technology that uses either Wi-Fi or 3G or 4G thereby reducing demand on the more critical components of the communications system.

Mr. Tayler explained that the costs associated with the BEON application are associated with the newer IP component of the communications system, which is a newer component of the system. However, future upgrade costs and maintenance need to be factored in per unit costs. Currently, there is no monthly fee associated with the BEON usage already on the system.

Mr. Atwell stated that he was not suggesting no fee but perhaps a fee more reflective of the actual impact to the system overall.

Chair Moore pointed out that the 800 MHz Users Committee had recommended a using the same fee structure already in place for handheld radios and that there appears to be the potential to "push the limits" of the system with the BEON application.

Responding to Charles Moore's comment, Mr. Tayler explained that the application can be downloaded for both iPhone and Android devices which has specific credentials that must be provided by the user before access is allowed. Mr. Tayler also noted that there is also an encrypted version available at an additional cost that encrypts communications even when using publically accessible Wi-Fi services.

A motion by Ed Atwell to recommend that WCRCS (Washoe County Regional Communications System) staff modify the fee for BEON to half of annual change for radios with a review of that policy in one year died due to lack of a second.

It was moved by Charles Moore, seconded by Joey Hastings, to direct that WCRCS (Washoe County Regional Communications System) staff bring a recommendation on what the charge for BEON users should be 50 to 20-percent less than regular radio fees along with an estimate on the number of BEON users.

Responding to an inquiry on the number of BEON Users currently on the system, Mr. Tayler explained that there were approximately 25 BEON users at this time.

Hearing no public comment, Chair Moore called for the vote.

MOTION FAILED.

It was moved by Charles Moore, seconded by Joey Hastings, to direct Shawn Tayler - WCRCS (Washoe County Regional Communications System) staff to prepare and present a recommendation and summary of costs per BEON Users along with a summary of the

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backbone costs and other features needed to cover costs associated with BEON use and the probably impacts of the recommendations and anticipated number of BEON Users.

Suzy Rogers suggested that the report also reflect anticipated effects of BEON use on the three PSAP's (Public Safety Answering Point) and dispatch system.

Mr. Tayler commented that would be provided in a report at the next meeting.

MOTION CARRIED.

Chair Moore noted that the agenda item also included P-25 units and asked for clarification.

Mr. Tayler noted that those agencies using P-25 equipment used only the P-25 portions of the system infrastructure. Mr. Tayler explained that the P-25 system is roughly equivalent to that portion of the system known as the Metro Simulcast. Mr. Tayler explained that while some fringe areas are better served by the EDACS system others have better coverage with P-25. Mr. Tayler noted that the upcoming replacement of dispatch consoles will resolve any current issues with the p-25 system. There are a small number of units that may require additional privacy features.

It was moved by Robert Chisel, seconded by Jamie Edrosa, to direct that P25 radios be charged the same fee as other radios on the EDACS (Enhanced Digital Access Communications System) system. MOTION CARRIED.

6. **PRESENTATION AND DISCUSSION CONCERNING POSSIBLE PROHIBITIONS ON HAVING THE SAME MEMBER OF THE USERS COMMITTEE AND THE JOINT OPERATING COMMITTEE SERVING AS CHAIR OF BOTH THE 800 MHz Users and 800 MHz JOC (Joint Operating Committee) COMMITTEES** [For possible action] – *A review and discussion of possible legal and ethical considerations of electing the same person to serve as Chair of both the JOC and the User's Committee, and possible direction to staff.*

David Watts-Vial - Deputy District Attorney, discussed an inquiry from the previous meeting about having the same individual serving as Chair of both the 800 MHz Users and JOC (Joint Operating Committee) Committees. Mr. Watts-Vial summarized his findings after a review of the Interlocal Agreement as it pertains to the Officers and duties of each position noting that there was no conflict with either the Inter-local Agreement or any obvious ethical conflicts. Mr. Watts-Vial reiterated that all members were still bound by the Nevada Ethics Law and must be aware of potential conflicts which could require they abstain from voting. Mr. Watts-Vial further explained that each of the bodies consist of nominated and elected officers who are elected annually and that if there is a concern about a potential conflict of interest that they contact him for further review.

Hearing no public comment, Chair Moore asked for Board discussion or a motion.

A motion Charles Moore to accept the report as presented died due to lack of a second.

7. **LEGAL RECOMMENDATIONS ON HOW TO ADDRESS NON-ATTENDANCE OF VOTING MEMBERS** [For possible action] – *Review and discussion of the options available to address*

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member agencies' repeated failures to attend 800 MHz JOC (Joint Operating Committee) and User's Committee meetings and possible action to approve, deny, modify, or to recommend the same to the appropriate entities, the membership of the JOC and User's Committee.

David Watts-Vial, Deputy District Attorney, outlined his research of the Inter-local agreement as it pertains to the removal of a member agency for non-attendance. While the Inter-local does imply (Section 19.5) that a member agency can be removed for non-payment of fees, there is no mention of a similar or other action for removal of an agency. Mr. Watts-Vial noted that the Inter-Local Agreement does charge the 800 MHz Users Committee with making recommendations to the 800 MHz JOC (Joint Operating Committee) to consider amendments to the Inter-Local. Mr. Watts-Vial noted that amendment of the Inter-local agreement is a somewhat involved process and that the JOC may at a future meeting decide to direct that the Users Committee make a recommendation on the matter.

Chair Moore noted that attendance is critical in order to achieve quorum so that business can be conducted.

Responding to an inquiry as to whether any of the member agencies are delinquent on payment, Annette Van Der Wall explained that there was only one instance of a member agency falling behind on their remittance.

Mr. Watts-Vial suggested that the JOC may at some point wish to agendize a discussion about legal redress under Section 19.5 to clarify what if any circumstance could be used to remove a member agency since the existing language implies but does not specify a specific action.

Jamie Edrosa noted that the RTAA (Reno Tahoe Airport Authority) has encountered some attendance issues for the Users Committee and questioned whether agencies had to be members of either the JOC or Users Committee and if members could ask to be withdrawn from either group.

Mr. Watts-Vial explained the actions identified in the Interlocal agreement in Section 19 and under Section 5 for membership approval. It is Mr. Watts-Vial opinion that member agencies can ask to withdraw from committee membership.

Ed Atwell noted that while it is frustrating when a quorum cannot be met that the intent is not to penalize anyone agency. Mr. Atwell also noted the difficulties in amending the Interlocal Agreement and question if there was an appetite to consider other options.

Chair Moore noted that while JOC attendance has not been an issue due to the fiscal impact of decisions made by this body, the Users group has had difficulty in achieving quorum. Therefore is it necessary that all member agencies be aware of what is required to continue to be a user of the communications system and explained he may form a small committee to consider future actions for consideration by the JOC.

There was no public comment and no specific action was taken.

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8. REVENUE/PAYABLES AND ENDING FUND BALANCE REPORTS [For possible action] – *A review, discussion and possible action to accept the Revenue/Payables and Uncommitted Ending Fund Balance reports.*

Annette Van Der Wall – Washoe County Technology Services, drew attention to the reports previously distributed (copies on file) and explained that the intent of this agenda item is to keep the 800 MHz JOC (Joint Operating Committee) up-to-date on the budget as the year progresses. Ms. Van Der Wall noted that a separate agenda item would address unexpended fund balance from the Operations and Maintenance budget for FY 2015. As of April 1, 2016, there is \$296,000.00 left in the Services and Supplies for Operations with \$33,000.00 remaining for capital expenditures; \$188,000.00 for Services & Supplies in Infrastructure; and \$510,000.00 in the Expansion fund that can be used for system expansion. Ms. Van Der Wall explained that the intent is to provide the quarterly update at future JOC meetings.

Responding to an inquiry about the likelihood of the \$309,000.00 covering expenses through the end of the current fiscal year, Ms. Van Der Wall explained that that balance was as of April 1, 2016 and that an additional \$169,000.00 of revenue remains to be billed for May and June. It is anticipated that the operations budget will be zeroed out by the end of the fiscal year. Ms. Van Der Wall emphasized that the Service/Supplies and capital budget cannot be overspent and that there has not been a significant number of repairs and additional maintenance needed.

Craig Betts – Washoe County Technology Service, commented that the budget was developed using a composite of the past five years and that any cost savings realized in Operations and Maintenance is brought back to this body to determine how the money should be used.

There was some discussion about the layout of the budget spreadsheet that is generated by Washoe County Comptroller's Office. During the discussion it was noted that additional information on the report and the information contained therein would be brought to the JOC at the July 15, 2016, meeting.

It was moved by Robert Chisel, seconded by Jaime Edrosa, to accept the Revenue/Payable and Uncommitted Fund Balance report as presented.

There was no public comment.

MOTION CARRIED.

9. UPDATE ON THE FISCAL YEAR 2014-2015 800 MHz COMMUNICATIONS SYSTEM END YEAR BUDGET [For possible action] – *A review, discussion and possible action on the end of year Fiscal Year 2014-2015 budget balance to: 1) transfer all or a portion of the 2014-2015 fiscal year remaining balance of \$191,545.36 from the operations account to the infrastructure and/or expansion accounts; and/or 2) apply all or a portion of the balance to current Fiscal Year 2015-2016 user contributions (in some form of refund).*

Annette Van Der Wall – Technology Services, drew attention to the one page report from the Washoe County Comptroller's Office for FY ending June 30, 2015. Ms. Van Der Wall drew attention to

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previous year ending balances and past actions taken by the 800 MHz JOC (Joint Operating Committee). Typically, the unexpended ending fund balance is moved to the Infrastructure fund and has been used to cover costs associated with the DC power conversions on Red Peak and Peavine as well as storm damage repair. Ms. Van Der Wall then noted the transfers for FY 2012, 2013 and 2014. The \$191,545.36 balance remaining in the 2015 Operations and Maintenance budget is before the JOC to decide whether to move the remaining balance to the Infrastructure Expansion fund or other action.

Ed Atwell noted that a third option is to refund each agency their portion of the \$191,545.36.

Robert Chisel suggested that the fund be moved to the Infrastructure Fund in the interest of public safety.

It was moved by Robert Chisel, seconded by Jamie Edrose, to move the remaining balance of \$191,545.36 from the operations account to the infrastructure fund.

Chair Moore concurred with Mr. Chisel's motion noting that this is, in his opinion, an appropriate use of the funds.

Responding to an inquiry about the reason for the excess funds, Ms. Van Der Wall explained that the funds were not used during FY 2015 and had to be reallocated. During the budget process staff meets to discuss current and anticipated budget needs based on the age of the system and potential emergencies to the best of their ability. Ms. Van Der Wall noted that FY 2015 revenues of \$1.3 million received, \$964,000.00 was expended leaving a remaining balance of \$191,545.36.

There were no public comments.

MOTION CARRIED - Ed Atwell – University of Nevada, Reno and Tom Garrison – City of Sparks dissenting.

- 10. 800-MHz REGIONAL COMMUNICATIONS SYSTEM PROJECTS UPDATE** [Non-action item] – *An informational update on the status of the DC Conversion project for the communications system.*

Shawn Tayler – Regional Communications Coordinator, noted that the DC conversion program continues with the installation of the DC power unit and removal of the UPS systems at Red Peak. Mr. Tayler pointed out that Snow Flake Lodge and the Water Tower in the Tahoe Basin will be converted. Additionally, newly purchased equipment is requiring some modification to power at the sites due to changing power requirements.

- 11. NEVADA SHARED RADIO SYSTEM PROJECT UPDATE** [Non-action item] – *An informational update on the status of the project that Washoe County is working in partnership with NDOT (Nevada Department of Transportation) and NV Energy to evaluate technology and vendor options to meet the P25 communications standard.*

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Shawn Tayler – Regional Communications Coordinator, outlined ongoing meetings with system partner NV Energy and NDOT (Nevada Department of Transportation). NV Energy will draft a partnership procurement agreement that places all partners on an equal footing with NDOT developing a governance agreement meeting. Washoe County is tasked with the development of a deployment strategy that is anticipated to take up to ten (10) years.

Tom Moore – NDOT (Nevada Department of Transportation), provide a copy of the governance report (copy on file).

12. ANTENNA SYSTEM REPLACEMENTS UPDATE [For Possible Action] – *An informational update on the status of the WCRCS Site Antenna Infrastructure and a review, discussion and possible action on a plan to replace damaged and aging units.*

Shawn Tayler – Regional Communications Coordinator, noted the strong winter storms experienced over the past few months and the need to replace a number of antenna structure on mountain top site, some of which have been in place for the past 14-years. Mr. Tayler explained that the intent is to begin a wholesale replacement program to replace the aging infrastructure with newer equipment to handle the incoming 700 MHz and existing 800 MHz needs. The intent is to minimize any effect the replacement have on system users. Mr. Tayler explained that the request is for the 800 MHz JOC to authorize an expenditure of approximately \$35,000.00 per year with a total amount not to exceed \$85,000.00 in any one fiscal year. Mr. Tayler explained that expenditures of \$20,000.00 or more must be brought to the JOC for approval.

Hearing no public comment Chair Moore asked for Board discussion or a motion.

It was moved by Robert Chisel, seconded by Charles Moore, to approve an expenditure of \$35,000.00 with a total amount not to exceed \$85,000.00 for Antenna Infrastructure replacement annually over the next three fiscal years. MOTION CARRIED.

13. 800 MHz JOINT OPERATING COMMITTEE MEMBERS AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS [Non-action item] – *The next meeting of the 800 MHz JOC (Joint Operating Committee) is scheduled for Friday, October 21, 2016. No discussion among Committee Members will take place on this agenda item.*

Chair Moore noted that the correct next meeting date is Friday, July 15, 2016 and that the date shown October 21, 2016, will be the final regular meeting of the 800 MHz JOC (Joint Operating Committee) for 2016.

The July 15, 2016, meeting agenda may include, but is not limited to: 1) Discussion and possible action on appointment of a replacement member to the NPSCC (Nevada Public Safety Communications Committee).

David Watts-Vial - Deputy District Attorney, stated he would review the merger of TMFPD (Truckee Meadows Fire Protection District) and SFPD (Sierra Fire Protection District) as well as the UNR (University of Nevada, Reno) police and TMCC (Truckee Meadows Community College) police

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departments to determine if there is a change in the number of members needed to achieve quorum and whether the Vice-chair's position needs to be reopened.

14. PUBLIC COMMENTS [Non-action item]

There were no public comments.

15. ADJOURNMENT [Non-action item]

Chair Moore adjourned the meeting at 11:27 a.m.

AS APPROVED BY THE 800 MHz JOINT OPERATING COMMITTEE IN SESSION ON July 15, 2016.